

September 26, 2016

Provider Newsletter

News and tips about PCAM and more . . .

New Video Tutorial! **Monthly Attendance Reporting**



[Support - Entering Course Attendance in PCAM](#)

View our new 4-1/2 minute video tutorial on reporting monthly attendance. Watch step-by-step instructions for reporting and paying monthly attendance fees. Highly recommended for those new to attendance reporting.



Now accepting AMEX!

Providers can now pay fees in PCAM using their American Express credit card. Credit card payments process immediately (unlike checks that can take two weeks or more by mail to reach our processing center). It's another way to make timely payments and reduce late fees!

Staffing changes at your office? **Time to update PCAM contacts**

If you've had a recent staff change, it's time to update your contacts in PCAM.

The Board requires that providers maintain two active contacts, each with their own login and email address. If one contact is away, another contact will receive important Illinois MCLE communications, especially time-sensitive emails. Keep your contacts' information up to date to stay informed because deadlines are not waived or extended due to a contact's absence from the office or work demands.

See our FAQ:

[How do I add or edit a contact person in PCAM?](#)

Any questions? Go to www.mcleboard.org and select Contact to Send us a Message, or call us at (312) 924-2420.